

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supplement to OI 37-3, Budget Operating Procedures,
dtd 11 July 2001

This supplement replaces previous battalion LOI 37-1. Significant changes were made and the entire Supplement should be reviewed in detail for updating members of the command.

1. REFERENCE: 52d Ordnance Group OI 37-3
2. PURPOSE: Supplement policies and procedures contained in 52d Ordnance Group OI 37-3, Budget Operating Procedures, 7 FEB 99.
3. SCOPE: This supplement is directive in nature and is applicable to all personnel assigned or attached for duty to 79th Ordnance Battalion (EOD) and it's subordinate units.
4. RESPONSIBILITIES: Add paragraph 4.c., Companies/Units, with the following subparagraphs.

a. Control of funds issued through the use of Funding Documents (FD) and Military Interdepartmental Purchase Requests (MIPR, DD448).

b. Send memorandums for request of funds with complete information to Battalion Budget Office.

(1) Type of funds needed; i.e. Mission, BASOPS, Tactical Maintenance, or Contingency Operation (CONOPS);

(2) Purpose the funds are to be used for, descriptions should be exact; i.e. phones, class IX;

(3) Period of time in which the funds will be expended;

(4) Total amount by item or service requested, or increase/decrease MIPR number;

AFOD-B (100)

SUBJECT: Supplement to OI 37-3, Budget Operating Procedures,
dtd 11 July 2001

(5) The name of the Organization requesting the funds;
person's name, address, phone number and fax number.

c. Commanders will review and sign all requests for funding
before sending to the Battalion Budget Office.

d. For Travel Funding Request refer to 79th Ordnance
Battalion LOI 37-5, Official Travel.

e. Submit a Command Budget Estimate (CBE) using CBE format
from diskette issued by Battalion Budget Office NLT 31 MAR ** or
as requested by the Battalion Budget Office (Example: Enclosure
1).

f. Submit a Budget Execution Plan to the Battalion Budget
Office based on CBE by 31 MAR ** or as requested by the
Battalion Budget Office (Example: Enclosure 2).

g. Commanders will keep Installation Support Agreement
(ISA) current. Commanders will work with Installation and GRP
Coordinator(s).

h. Reconcile Company Budget Report document numbers and
amounts:

(1) VISA - with monthly cardholder's account
statement,

(2) SSA - with 2765 and 1348,

(3) DCAS - with SSA, VISA, and Status of Funds (all
reports must match DCAS).

i. Ensure all copies of 1348's are returned to the Ft. Sam
Houston SSA.

j. Keep all off-post gas receipts with a Monthly Log by the
number on the receipt amount and total monthly amount. Send a
copy of the monthly log to the Battalion Budget Office.

AFOD-B (100)

SUBJECT: Supplement to OI 37-3, Budget Operating Procedures,
dtd 11 July 2001

k. All commanders must monitor and approve IMPAC card purchases.

5. REPORTS REQUIRED:

a. Add paragraph 5.d., Company Budget Report - Due from Company Commander to Battalion Budget Office COB the 1st and 15th of every month (Enclosure 3).

b. Add paragraph 5.e., Battalion Budget Report - Due from Battalion Budget Office to Battalion Commander the 3rd and 18th.

c. Add paragraph 5.f., CONOPS request from Company Commanders - Due 15th of the month (Enclosure 4).

d. Add paragraph 5.g., Command Budget Estimate and Budget Execution Plan - Due from Companies 31 MAR ** or as requested by Battalion Budget Office (Enclosures 1 and 2).

e. Add paragraph 5.h., Monthly log for Fuel Card - Due from Companies by the 15th of each month (Enclosure 5).

6. REQUIREMENTS:

a. Add the following sentence to paragraph 6.b., Companies are required to maintain the following files, except for 37-1g.

b. Add the following sentence to paragraph 6.b.(2), Companies will keep budget reports with corresponding DCAS reports. Copies will be maintained for 5 years.

c. Add the following to paragraph 6.c., Company Commanders are required to submit a CBE and Budget Execution Plan to the Battalion Budget Office each year. Copies will be maintained for 5 years.

d. Add paragraph 6.d.(3), Company Commanders will monitor the funds distributed by the Battalion Budget Office to preclude over obligations or over expenditures of all funding received.

AFOD-B (100)

SUBJECT: Supplement to OI 37-3, Budget Operating Procedures,
dtd 11 July 2001

e. Add subparagraph to 6.e.(2), Company Commanders will keep a copy of all MIPRs (DD448's) and increases/decreases pertaining to them. They will also monitor all billings against each MIPR to preclude over obligations or over expenditures. Copies maintained for 5 years.

f. Add subparagraph to 6.e.(5), Company Commanders will follow the above example for constructing the Document Numbers for the VISA in the Company Budget Report. All cardholder statements of account will be reconciled with the Company Budget Report and DCAS Monthly Report sent out by the Battalion Budget Office on the 13th and 30th of each month.

g. Add subparagraph to 6.e.(6), Company Commanders will maintain a log of all off-post receipts for fuel. They will forward that total dollar amount to the Battalion Budget Office via Email or Fax by the 15th of the following month. Copies will be maintained for 5 years.

h. Add paragraph 6.g.(3), Company Problems/Situations, with the following subparagraphs.

(1) Company Commanders will address problems/situations by Email or memorandum to the Battalion Budget Office including all facts, document numbers, POCs, telephone numbers, and fax numbers.

(2) Companies will work with the Battalion Budget Office to resolve any problems/situations/discrepancies.

j. Add paragraph 6.i.(5), Company year-end closeout procedures, with the following subparagraphs.

(1) Company Commanders will ensure all MIPRs for installation support have enough funding for the remainder of the fiscal year and any excess will be reported to the Battalion Budget Office before 31 JUL **.

(2) Company Commanders will assist the Battalion Budget Office in closing their MIPRs.

AFOD-B (100)

SUBJECT: Supplement to OI 37-3, Budget Operating Procedures,
dtd 11 July 2001

(3) A final Budget Report will be done after the year-end closeout. All reports will balance with DCAS fund status.

(4) All company funds will be spent or pulled back to Battalion by 31 JUL **.

7. Efficient and Effective!

5 Encls

1. CBE
2. Budget Exe. Plan
3. Company Budget Report
4. CONOPS request
5. Fuel Card Log

PATRICK J. KELLY
LTC, OD
Commanding

DISTRIBUTION:

A